

15 Sep 97

## Convention Organization Structure

### 1. General Convention Chairperson - Liaison between K State and Nationals

### 2. Hotel Coordinator

#### 2.1 Registration - Organize registration for all convention attendees

May work with Transportation-KCI

Station: Registration Booth

#### 2.2 Hospitality - Provide assistance for all attendees

Explaining transportation in Manhattan

Station: Hospitality Room / Area

*Diet Mountain Dew - Vickie White*  
*KCI Terminal Assistance*

#### 2.3 Office Manager - Supervise headquarters area

Station: Headquarters

#### 2.4 Secretary/Treasurer - Prepare correspondence before convention

Oversee finances during convention

Station: Headquarters

#### 2.5 Network Administrator - Oversees computer network

Station: Computer Room

#### 2.6 Communications - Insures all "staff" have phones

Station: Headquarters

#### 2.7 Fundraising - Design and arrange for sale of convention ?????

Station: Hospitality Room / Area

#### 2.8 Housing - Secure housing for all attendees

Station: Headquarters

#### 2.9 Meals - Coordinate food service

Includes breaks, lunch, dinner, banquet, seating arrangements

Station: Headquarters

#### 2.10 Facilities / Meeting - Secure on-site facilities for all meetings

Station: Headquarters

#### 2.11 Initiation - Organize the fall model initiation (Saturday)

Station: Headquarters

#### 2.12 Banner - ~~????~~ *Brian Budke*, *Cloth Addition*

### Required rooms:

Headquarters for convention workers

Registration Booth Area

Hospitality Room / Area

Fundraising Area

Break Area

Computer Room / Area

Meeting Rooms

For Assistance (answer questions, etc.) – Hospitality Room

For Problem Solving (need a room, need a overhead, etc.) -- Headquarters

### 3. Community Coordinator

- 3.1 Publicity - Liaison between convention and media
- 3.2 Group Photo - Organize setting for group photo  
and photos during the convention
- 3.3 Social - Organize "after-hours" activities
- 3.4 Guest Programs - Organize activities for guests (spouses, etc.)
- 3.5 Displays - Organize displays ( solar car, mini-baha, concrete canoe, reactor)
- 3.6 Entertainment - Organize entertainment for banquet, ?????
- 3.7 Community Activities - Organize excursion to mall, aggie-ville, school
- 3.8 Transportation in Manhattan - Organize transportation for excursions